



Robert S. Peters
Secretary

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
200 FAIR OAKS LANE
5TH FLOOR
FRANKFORT, KENTUCKY 40601

Paul E. Patton
Governor

March 6, 1997

MEMORANDUM

PERSONNEL MEMO 97-4

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Robert S. Peters
Secretary

RSP

SUBJECT: State Office Closing

The purpose of this memorandum is to provide guidance for handling employment conditions brought about by this week's flood conditions.

1. State employees who normally work in state offices that were closed due to flooding will be on "Governor's Request" leave for the time of the closure. Employees who normally work in one of the buildings that was closed but who were required by their supervisor to work will be shown as regular hours worked and will receive compensatory time on an hour-for-hour basis.
2. Employees who were scheduled to work in a building or facility that was open, but who were unable to report due to flooded roads or lack of access, are to be given up to **two days** of Governor's Request leave. Absences after these two days are to be charged against the employee's Annual or Compensatory leave.
3. State employees who normally work in state offices that were closed due to flooding and who were officially authorized to be on leave with pay during this period **shall not** be charged for that requested leave.

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4. Employees who were previously authorized to be on leave without pay during this period **shall not** be paid for those days previously authorized as "leave without pay."
5. Employees throughout the state who were placed on **military active duty status** by virtue of flood related duties **shall be** granted Governor's Request leave with pay.
6. Any employee who is deemed to be "non-exempt" from the provisions of the Fair Labor Standards Act shall only receive overtime compensation if that employee actually works in excess of 40 hours during that workweek. In other words, a non-exempt employee who worked in a building that was closed on Monday, Tuesday and Wednesday, but who was required to work those days, would be reported as regular hours worked for 37.5 and receive 22.5 hours of straight compensatory time.
7. All other employees who were scheduled to work in a building not affected by the flood, and who worked as normally scheduled, shall be reported as regular hours worked.

If you have any questions regarding this memorandum, please contact this office.

RSP/JW:cw